



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

OFFICE OF THE SECRETARY
MANILA

097.13 DPWH
01-23-2014

JAN 20 2014

DEPARTMENT ORDER)
NO. 06)
Series of 2014 NAKBA 01-23-14)

SUBJECT: **AMENDED HUMAN RESOURCES
OMNIBUS LEVELS OF AUTHORITIES
OF DPWH OFFICIALS**

In the interest of the service and in order to ensure check and balance in the exercise of delegated authorities, the levels of authorities for Human Resources are hereby amended as prescribed in the attached matrix (Annex A). The amended portions, which are in bold font, in Annex A refer to approval of the Resolution of the Central Selection Board and the approval of appointments in the Central Office.

This Order shall take effect immediately and supersedes Annex A of D.O. No. 68, series 2013 and amends pertinent provisions of D.O. No. 24, s. 2007, and all other issuances inconsistent herewith.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



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"ANNEX A"**OMNIBUS LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS**

DISTRICT ENGINEERING OFFICE		REGIONAL OFFICE	CENTRAL OFFICE
Plantilla of Personnel		a) Approval of Plantilla of Personnel (Regional Director)	a) Approval of Plantilla of Personnel (HRAS Director)
Authority to issue and renew (after RatPlan)		a) Approval of appointment of Casual (Regional Director)	a) N/A for Central Office
		b) Approval of Contracts of Service of Job Order (Regional Director)	b) Approval of Contracts of Service of Job Order for Project Management Office (Project Director)
			Approval of Contracts of Service of Job Order for Services and Bureaus (Assistant Secretary for Support Services)
Placement Committee Recommendation Resolution to be submitted to the Central Selection Board (CSB)/ Regional Selection Board (RSB)**			a) Approval of Division Chiefs and below in the Central Office (to be submitted to the CSB) (Service Director/ Project Director/ Bureau Director)
		b) Approval of Regional Division Chiefs (to be submitted to RSB) (Regional Director)	
		c) Approval of Regional Personnel for Section Chiefs and Below (to be submitted to CSB) (Division Chief)	
	d) Approval of All DEO personnel below ADE (to be submitted to RSB) (District Engineer)		
Selection Board Resolution (based on the Resolution of the Placement Committee concerned)			a) Central Selection Board Approval of All 2nd level positions except Division Chiefs (Undersecretary Concerned)
			Approval of All 1st level positions (Assistant Secretary concerned. Undersecretary Concerned if the Asst. Sec. is part of the CSB)
		b) Regional Selection Board – Approval of All 1st and 2nd level positions except Division Chiefs and ADEs (Regional Director)	

OMNIBUS LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS

DISTRICT ENGINEERING OFFICE		REGIONAL OFFICE	CENTRAL OFFICE
Signing of Appointments in accordance with approved Resolution; Notice of Salary Adjustment; Approval of Separation from the Service (Retirement, Resignation, Dropping from the Rolls)		a) Approval of All 1st and 2nd level plantilla positions except Division Chiefs and ADEs and Immediate Staff of Presidential Appointees (Regional Director)	a) Approval of All Division Chiefs (Undersecretary Concerned) Approval of All 2nd level positions except Division Chiefs (Asst. Secretary Concerned) Approval of All 1st level positions (Bureau Director/Service Director/PMO Cluster Director)
		b) Approval of Casual (Regional Director)	
	c) Approval of Job Order and Contracts of Service (District Engineer)	c) Approval of Job Order and Contracts of Service (Regional Director)	c) Approval of Job Order and Contracts of Service with prior clearance from the Secretary (Service Director/ Project Director/Bureau Director/ Assistant Secretary/ Undersecretary) Renewal of Job Order and Contracts of Service with prior clearance from the Secretary (Service Director/Project Director/Bureau Director/Assistant Secretary/Undersecretary)
			d) Approval of Immediate Staff of Presidential Appointees in the CO (per plantilla) except co-terminus with official (CTO) (Assistant Secretary for Support Services)
			e) Approval of Immediate Staff holding co-terminus with official (CTO) positions (Assistant Secretary/ Undersecretary Concerned)
¹ Renewal of Appointments and Contracts (subject to prior clearance from authorities concerned)		a) Approval of Casual (Regional Director)	
	b) Approval of Job Orders and Contracts of Service (District Engineer)	b) Approval of Job Orders and Contracts of Service (Regional Director)	b) Approval of Job Orders and Contracts of Service (Service Director/ Project Director/ Bureau Director/ Assistant Secretary/ Undersecretary)
Notices of Salary Adjustments/ Salary Step Increments	(Same as the delegated authorities under "Signing of Appointments")		

¹ Approved w/in limits for casuals : 25% for Ros; 50% for DEOs

OMNIBUS LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS

DISTRICT ENGINEERING OFFICE		REGIONAL OFFICE	CENTRAL OFFICE
Designation		a) Approval of Designation of Section Chief (Regional Director)	a) Approval of Designation of Section Chief (Service Director/ Project Director/ Bureau Director/ Assistant Secretary)
		b) Approval of Designation up to one (1) month for OIC-DE, OIC-Division Chief, OIC-ADE in the ROs and DEOs (Designee must come from the same Division/DEO) (Regional Director)	
Personnel Designation/ Reassignment within the DPWH up to six (6) months and extension for another six (6) months, and recall of designation/ reassignment.	a) Approval of Section Chief and below for reassignment within the same District (District Engineer)	a) Approval of Section Chief and below for reassignment within the same Region (including moves between Districts) (Regional Director)	a) Approval of Section Chief and below for reassignment within the same Bureau/ Service/ PMO (Service Director/ Project Director/ Bureau Director)
	The Appointing authority shall approve the reassignment		
			b) Approval of All personnel Section Chief and below for reassignment outside the mother Region/ Bureau/ Service/ PMO (Undersecretary Concerned)
Separation and Other Personnel Movement (Retirement, Resignation, Dropping from the Rolls, Transfer, etc.)			a) Approval of All third level officials who are not Presidential Appointees including Division Chiefs and ADEs (Undersecretary for Support Services)
		b) Approval of Separation and Other Personnel Movement of Section Chief and below (Regional Director)	b) Approval of Separation and Other Personnel Movement Section Chief and below (Assistant Secretary for Support Services)

OMNIBUS LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS

DISTRICT ENGINEERING OFFICE		REGIONAL OFFICE	CENTRAL OFFICE
Local Travel (Official)		a) Approval of Local Travel of All 1st and 2nd level personnel in the Regional Office; including District Engineer and ADEs up to one (1) month (Regional Director)	a) Approval of Local Travel of All 1st and 2nd level personnel in the Central Office and Project Managers (except those designated as Project Directors & Assistant Project Directors) up to one (1) month (Service Director/ Project Director/ Bureau Director)
	b) Approval of Local Travel of All DEO personnel below ADE up to five (5) days (District Engineer)	b) Approval of Local Travel of All DEO personnel below ADE up to one (1) month (Regional Director)	b) Approval of Local Travel of Directors and Assistant Directors (Regions/ Services/ Bureaus/ PMOs) (Undersecretary Concerned)
Travel Abroad (Personal)			a) Approval of Travel Abroad of Section Chiefs and below excluding ADE maximum of thirty (30) working days total (Assistant Secretary for Support Services)
Request for authority to teach/practice profession, subject to CSC rules		a) Recommends Request for authority to teach/practice profession, subject to CSC rules (Regional Director)	a) Recommends Request for authority to teach/practice profession, subject to CSC rules (Service Director/ Project Director/ Bureau Director/ Assistant Secretary for Support Services)
			Recommends Request for authority to teach/practice profession, subject to CSC rules (Undersecretary for Support Services)
Leave Applications			a) Approval of Bureau, Service, Region and PMO Directors ¹ > five (5) days (Undersecretary Concerned)
		b) Approval of Leave Applications of Assistant Directors and District Engineers ¹ up to five (5) days (Regional Director)	b) Approval of Leave Applications of Assistant Directors up to five (5) days (Project Director/ Bureau Director)
			Approval of Leave Applications of Assistant Directors and District Engineers > five (5) days (Undersecretary Concerned)
		c) Approval of Leave Applications of Assistant District Engineer up to one (1) month (Regional Director)	c) Approval of Leave Applications of Assistant District Engineer > one (1) month (Undersecretary Concerned)
		d) Approval of Leave Applications of Division Chiefs up to one (1) month (Regional Director)	d) Approval of Leave Applications of Project Managers (except PD and APD) and Division Chiefs up to fifteen (15) days (Assistant Project Director/ Assistant Bureau Director)
			Approval of Leave Applications of Project Managers (except PD and APD) and Division Chiefs up to one (1) month (Service Director/ Project Director/ Bureau Director)
			Approval of Leave Applications of Project Managers (except PD and APD) and Division Chiefs > one (1) month (Undersecretary Concerned)

¹ copy furnished the Secretary

OMNIBUS LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS

DISTRICT ENGINEERING OFFICE		REGIONAL OFFICE	CENTRAL OFFICE
Leave Applications	e) Approval of Leave Applications of Section Chiefs 5 days (District Engineer)	e) Approval of Leave Applications of Section Chiefs up to three (3) months (Assistant Regional Director)	e) Approval of Leave Applications of Section Chiefs up to one (1) month (Service Division Chief & Bureau Division Chief)
		f) Approval of Leave Applications of Section Chief No Limit (Regional Director)	f) Approval of Leave Applications of Section Chiefs up to three (3) months (Assistant Project Director/ Assistant Bureau Director)
			Approval of Leave Applications of Section Chiefs - No Limit (Service Director/ Project Director/ Bureau Director)
Certificate of Clearance			a) Approval of Certificate of Clearance of Director IV, Director III, Project Managers, DEs, Division Chiefs, ADEs and Bonded Personnel (Undersecretary Concerned)
		b) Approval of Certificate of Clearance of Section Chiefs and below (Regional Director)	b) Approval of Certificate of Clearance of Section Chief and below (HRAS Director)
External Domestic Training, Seminars & Conventions with appropriate expenses (e.g. Travel & Training Fee)		a) Approval of External Domestic Training, Seminars & Conventions with appropriate expenses Within Region/Metro Manila for CO Personnel up to five (5) days (Regional Director)	a) Approval of External Domestic Training, Seminars & Conventions with appropriate expenses Within Region/Metro Manila for CO Personnel beyond five (5) days (Assistant Secretary Concerned)
		b) Approval of External Domestic Training, Seminars & Conventions with appropriate expenses Outside Region/Metro Manila for CO Personnel up to five (5) days (Regional Director)	b) Approval of External Domestic Training, Seminars & Conventions with appropriate expenses Within Region/Metro Manila for CO Personnel beyond five (5) days (Assistant Secretary Concerned)

* All approvals must be in accordance with CSC rules and regulations.

** Recommendation for positions that are not for Presidential Appointees and are excluded from this item shall be covered by a Resolution issued by the Management Committee (all Undersecretaries and Assistant Secretaries) to be approved by the Secretary.

*** Copies of approvals should be provided to the Office of the Secretary for informational purposes.